


**Shri Shivaji Education Society Amravati's
SCIENCE COLLEGE,
Congress Nagar, Nagpur**

**DEPARTMENT OF ELECTRONICS
Session 2020-21**

NOTICE

Date: 04/08/2020

All the teaching staff members are requested to attend the Departmental meeting will be held on 5th August, 2020 at 1:30 pm in Electronics Head cabin.




Prof . S. M. Ghatole
Professor & Head
Department of Electronics,
Shri Shivaji Scienca Collage,
Congress Nagar, Nagpur.

Agenda of the Meeting:

1. Discussion of syllabus distribution of BSc Semester-I, III & V.
2. Distribution of Departmental Committees.
3. Discussion of online teaching during COVID-19.
4. Any other matter

Staff Members:

1. Prof. S. M. Ghatole
2. Prof. M. J. Hedau

Minutes of Departmental Meeting held on 5th August, 2020

Meeting of the staff members of Electronics Department were held on 05/08/2020 at 1:30 pm in the Head cabin. The outcome is as follows:

Agenda 1: Discussion of syllabus distribution of BSc Semester-I, III & V.

Out-come: The Head of the department discussed about the workload of the department. He allotted the syllabus paper/unit wise for odd semester I, III & V among the faculty members.

Agenda 2: Distribution of Departmental Committees

Out-come: The Head distributed the departmental committees among the faculty members. After discussion, it was decided that the various committees would work in accordance with decisions made for them. Like result committees whose job it is to present the results.

Agenda 3: Discussion of online teaching during COVID-19

Out-come: The Head discussed regarding online teaching through LMS (Learning Management System). For this purpose G-Suite account of college domain were used.

Agenda 4: Any other matter

Out-come: As there was no matter discussed and meeting ended with vote of thanks to the chair.



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**DEPARTMENT OF ELECTRONICS
Session 2020-21**

NOTICE

Date: 04/01/2021

All the teaching staff members are requested to attend the Departmental meeting will be held on 05th January, 2021 at 11:40 am in Electronics Head cabin.




Prof . S. M. Ghatole
Professor & Head
Department of Electronics,
Shri Shivaji Science Collage,
Congress Nagar, Nagpur.

Agenda of the Meeting:

1. Confirmation of minutes of last meeting.
2. Discussion of Workload distribution of even Semester.
3. Discussion regarding syllabus completion in COVID-19
4. Submission of Internal Assessment marks for odd semester.
5. Discussion about theory & practical examination of even semester.
6. Any other matter

Staff Members:

1. Prof. S. M. Ghatole
2. Prof. M. J. Hedau

Minutes of Departmental Meeting held on 5th January, 2021

Meeting of the staff members of Electronics Department were held on 05/01/2021 at 11:40 am in the Head room. The outcome is as follows:

Agenda 1: Confirmation of minutes of last meeting.

Out-come: The departmental meeting held on 05/08/2020 at 1:30 pm in the Head cabin. All staff members were present in the meeting. The secretary reads the minutes and were confirmed in the departmental council.

Agenda 2: Discussion of syllabus distribution & Workload of even Semester.

Out-come: The Head discussed about the timetable, workload of the department with all faculties. He allotted the syllabus paper/unit wise for even semester II, IV & VI among the faculty members.

Agenda 3: Discussion regarding syllabus completion in COVID-19

Out-come: The Head asked the faculty members to complete the syllabus by taking extra classes and to provide notes to students through Google classroom and whatsapp group.

Agenda 4: Submission of Internal Assessment marks for odd semesters

Out-come: The Head asked to all the members to allot the internal assessment marks to the students BSc Sem-I, III, V and keep ready list of distribution of marks in prescribed formatted allotted by University.

Agenda 5: Discussion about theory & practical examination of semester BSc Sem-II, IV and VI.

Out-come: The Head of the department asked to faculty colleagues to make necessary arrangements for forthcoming even semester practical and theory examination S-2021.

Agenda 6: Any other matter – Distribution of sample prelims exam question papers to students

Out-come: As there was one matter regarding the sample prelims question papers of the subject to students. The head asked to all faculty members to distribute sample question papers for the students. At the end meeting ended with vote of thanks to the chair.



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